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**Welcome to the Vaccine Management Portal!**

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**ARIZONA DEPARTMENT  
OF HEALTH SERVICES**

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## **-- Purpose --**

The purpose of this User Guide is to provide detailed information of the resources available on the Clinic Portal, and how to carry out the tasks and responsibilities of the Clinician role. The Clinic Portal will be used by the Clinician to administer vaccines and maintain the vaccine data.

## **-- Role Overview --**

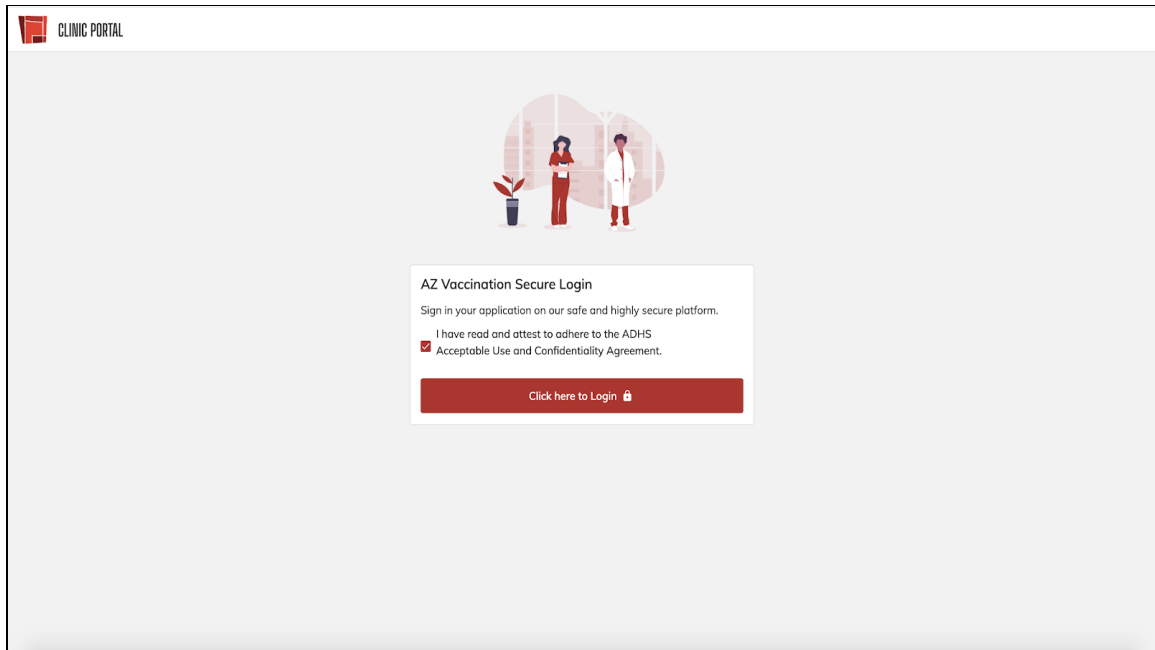
The role of the Clinician is to review the patient's personal information, screening questions, immunization history, review recommended vaccines and administer the selected vaccine. Upon administering the vaccine, the Clinician is responsible for recording all of the required vaccine data.

## **-- Clinic Portal Features --**

- Register New Users
- Start Appointments
- Review and Verify Patient Personal Information
- Review Immunization History
- Review Recommended Vaccines
- Administer Vaccines and Record Patient Data

## -- Accessing the Clinic Portal as a Clinician --

1. Log into the Clinic Portal using the Clinician credentials sent to your registered email address.



**CLINIC PORTAL**

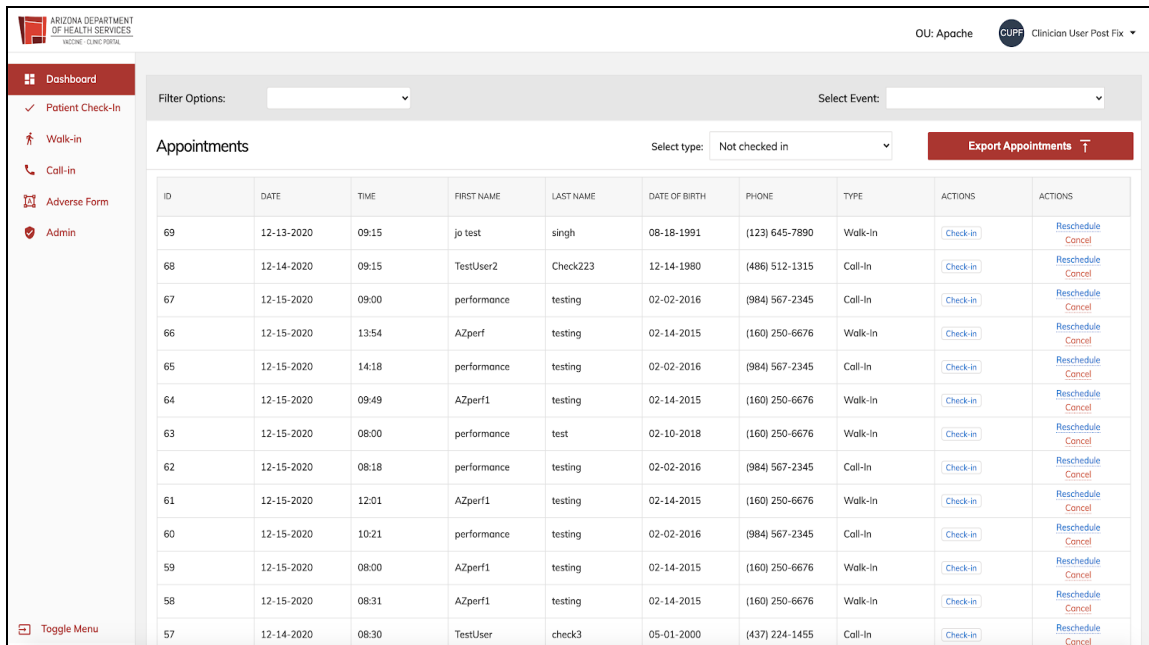
**AZ Vaccination Secure Login**

Sign in your application on our safe and highly secure platform.

☒ I have read and attest to adhere to the ADHS Acceptable Use and Confidentiality Agreement.

[Click here to Login](#)

Once you are signed in, the Appointments Screen will display, which is the default view for a Clinician. This page displays a Dashboard list view of all created appointments.



**Appointments**

Filter Options:  Select Event:

Select type:  [Export Appointments](#)

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
69	12-13-2020	09:15	jo test	singh	08-18-1991	(123) 645-7890	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
68	12-14-2020	09:15	TestUser2	Check223	12-14-1980	(486) 512-1315	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
67	12-15-2020	09:00	performance	testing	02-02-2016	(984) 567-2345	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
66	12-15-2020	13:54	AZperf	testing	02-14-2015	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
65	12-15-2020	14:18	performance	testing	02-02-2016	(984) 567-2345	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
64	12-15-2020	09:49	AZperf1	testing	02-14-2015	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
63	12-15-2020	08:00	performance	test	02-10-2018	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
62	12-15-2020	08:18	performance	testing	02-02-2016	(984) 567-2345	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
61	12-15-2020	12:01	AZperf1	testing	02-14-2015	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
60	12-15-2020	10:21	performance	testing	02-02-2016	(984) 567-2345	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
59	12-15-2020	08:00	AZperf1	testing	02-14-2015	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
58	12-15-2020	08:31	AZperf1	testing	02-14-2015	(160) 250-6676	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
57	12-14-2020	08:30	TestUser	check3	05-01-2000	(437) 224-1455	Call-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>



- To view the list of events that you are assigned to as a Clinician, click the **Select Event** dropdown box and select the event you wish to review.

OU: Apache Clinician User Post Fix ▾

**Select Event:** ▾

Select type: Not checked in ▾ **Export Appointments** ↑

ID	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
13-2020	09:15	jo test	singh	08-18-1991	(123) 645-7890	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
14-2020	09:15	TestUser2	Check223	12-14-1980	(486) 512-1315	Call-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
15-2020	09:00	performance	testing	02-02-2016	(884) 567-2345	Call-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
15-2020	13:54	AZperf	testing	02-14-2015	(380) 250-6676	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
15-2020	14:18	performance	testing	02-02-2016	(884) 567-2345	Call-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
15-2020	09:49	AZperf1	testing	02-14-2015	(380) 250-6676	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>

**Select Event:** **COVID event Apache** ▾

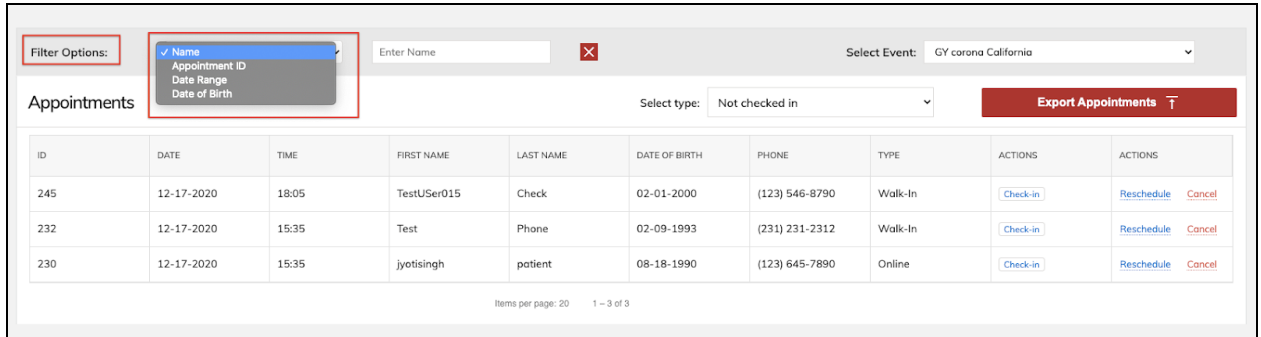
Select type: All ▾ **Export Appointments** ↑

Filter Options: ▾ **Select Event:** COVID event Apache ▾

**Appointments** Select type: All ▾ **Export Appointments** ↑

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
69	12-13-2020	09:15	jo test	singh	08-18-1991	(123) 645-7890	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
68	12-14-2020	09:15	TestUser2	Check223	12-14-1980	(486) 512-1315	Call-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
56	12-13-2020	08:45	perf2	test2	02-03-2014	(160) 250-6676	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
53	12-14-2020	08:45	TestUser	check	12-01-1998	(485) 645-5586	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
43	12-15-2020	09:15	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in	<a href="#">Check in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
41	12-14-2020	09:15	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in		<a href="#">Follow Up</a>
39	12-14-2020	08:45	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in		<a href="#">Follow Up</a>
37	12-14-2020	09:15	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in		<a href="#">Follow Up</a>
35	12-14-2020	08:45	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in		<a href="#">Follow Up</a>
33	12-14-2020	09:15	perf2	testing2	01-08-2010	(123) 654-7810	Walk-in		<a href="#">Follow Up</a>
31	12-14-2020	08:45	AZperf1	test	01-14-2011	(160) 250-6676	Walk-in		<a href="#">Follow Up</a>
23	12-14-2020	09:15	perfAZ	test	01-09-2016	(160) 250-6676	Walk-in		<a href="#">Follow Up</a>
15	12-14-2020	08:45	performance	testing	02-09-2016	(160) 250-6676	Walk-in		<a href="#">Follow Up</a>

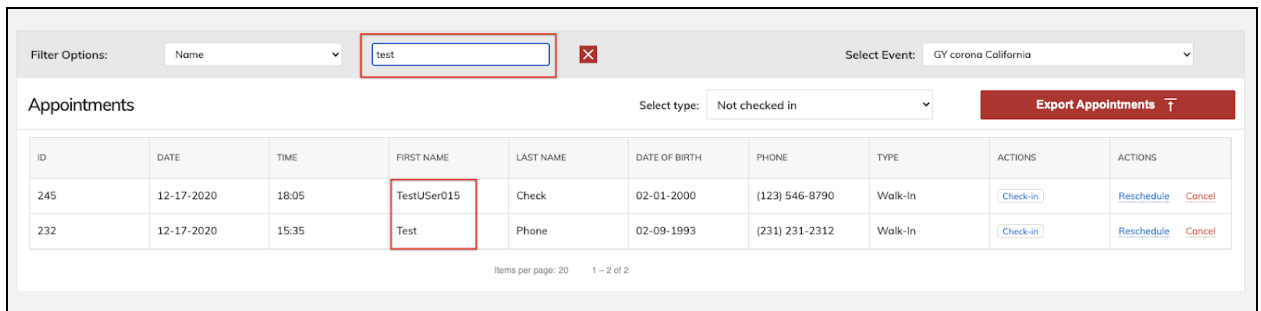
3. To filter within a list click the **Filter Options** field and enter your search criteria.



The screenshot shows the 'Appointments' section with a table of appointments. The 'Filter Options' dropdown is open, showing options: Name (selected), Appointment ID, Date Range, and Date of Birth. A search box contains 'test'. The 'Select type' dropdown is set to 'Not checked in'. The 'Export Appointments' button is visible.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
245	12-17-2020	18:05	TestUser015	Check	02-01-2000	(123) 546-8790	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
232	12-17-2020	15:35	Test	Phone	02-09-1993	(231) 231-2312	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
230	12-17-2020	15:35	jyotisingh	patient	08-18-1990	(123) 645-7890	Online	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>

Items per page: 20 1 – 3 of 3



The screenshot shows the 'Appointments' section with a table of appointments. The 'Filter Options' dropdown is set to 'Name'. The search box contains 'test'. The 'Select type' dropdown is set to 'Not checked in'. The 'Export Appointments' button is visible.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
245	12-17-2020	18:05	TestUser015	Check	02-01-2000	(123) 546-8790	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
232	12-17-2020	15:35	Test	Phone	02-09-1993	(231) 231-2312	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>

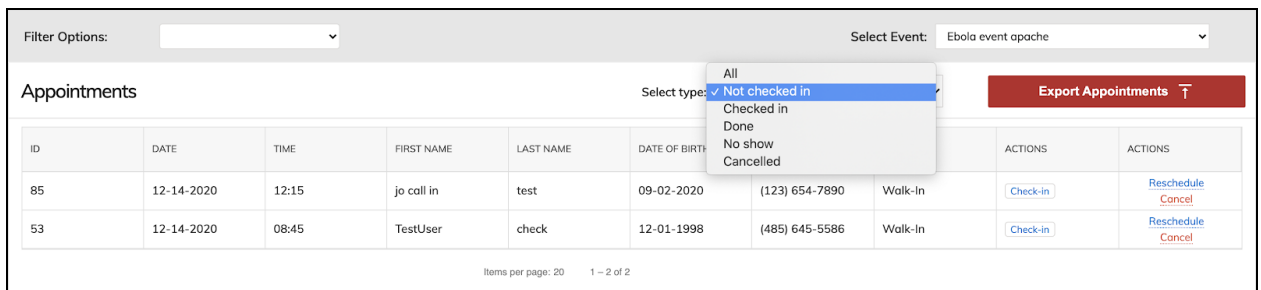
Items per page: 20 1 – 2 of 2

4. The dashboard with the patient appointment list will display. Click the **Select Type** dropdown box to view appointments based on status:

- Not checked in
- Checked in
- Done
- No show
- Cancelled
- Rescheduled

Once the appointment **Type** is selected, a list will display that includes only that appointment type.

**Note:** After selecting the **Event** and the **Type** filter, you can click on any column title to sort the data in that column.



The screenshot shows the 'Appointments' section with a table of appointments. The 'Filter Options' dropdown is open. The 'Select type' dropdown is open, showing options: All, Not checked in (selected), Checked in, Done, No show, and Cancelled. The 'Export Appointments' button is visible.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
85	12-14-2020	12:15	jo call in	test	09-02-2020	(123) 654-7890	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>
53	12-14-2020	08:45	TestUser	check	12-01-1998	(485) 645-5586	Walk-In	<a href="#">Check-in</a>	<a href="#">Reschedule</a> <a href="#">Cancel</a>

Items per page: 20 1 – 2 of 2



## -- Starting Appointments --

To begin the process of starting an appointment, click the **Select type** dropdown and select Checked In. A list of Checked-In patients will display with their Appointment ID, Date, Time, First Name, Last Name, Date of Birth, Phone, and Type (of scheduled appointment - online or walk-in).

1. As the Clinician, when you are with the patient and ready to administer the vaccine, click on **Start**.

Filter Options:  Select Event: Ebola event apache

Appointments Select type: Checked in Export Appointments ↑

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
43	12-15-2020	09:15	Sally	Fields	01-08-1999	(123) 654-7810	Walk-In	<b>Start</b>	<a href="#">Reschedule</a> <a href="#">Cancel</a>

Items per page: 20 1 - 1 of 1

2. The patient's personal information will be displayed on the screen. Review and verify the patient's personal and contact information with them. Click **Next** when finished.

You can **Edit** any of the fields by typing into the fields. The edits will save when you click Next.

2.1 Personal Information

\* First name: Sally Middle name: Last name: Fields

\* Gender: Female Marital Status: Single \* Date of Birth: 01/08/1999

Age: 21

\* Ethnicity: Non Hispanic/Latino \* Race: White

2.2 Contact Information

\* Mobile Phone Number: (123) 654-7810 Other Phone Number:

\* Email address: performance1@mtxb2b.com Apt/Suite:

\* Street address: 333 Phoenix Street

\* City: Phoenix \* County: Maricopa

\* State: AZ \* ZIP / Postal code: 85001

< PREVIOUS NEXT >



3. Review and verify the patient's screening questions. If eligibility to receive the vaccine is confirmed, then click **Next** to proceed. If the patient is not eligible to proceed, click the **Cancel** button in the upper right corner of the screen.

The screenshot shows the 'Vaccination' application form. On the left is a sidebar with four steps: 1. Personal Information, 2. Screening questions (highlighted with a red checkmark), 3. Vaccination history, and 4. Vaccination information. The main content area is titled 'Screening questions' and contains a section for 'Influenza Program Apache questions'. Below this, 'Symptoms 1' are listed with radio buttons for 'Yes' and 'No', where 'No' is selected. At the top right is a 'Cancel' button. At the bottom right are 'PREVIOUS' and 'NEXT' buttons.

4. Review the patient's Immunization History populated from Arizona State Immunization Information System(ASIS) to ensure he/she is eligible to receive the vaccination today (i.e. has waited the duration between doses, has not already received 2 doses, etc.).

Click **Next** to proceed. If the patient is not eligible to proceed, click the **Cancel** button in the upper right corner of the screen.

The screenshot shows the 'Vaccination' application form with the 'Vaccination history' step selected. The sidebar on the left shows steps 1 through 4, with step 4 highlighted. The main content area is titled 'Vaccination History from ASIS' and includes a 'Go back to list' link. Patient information is displayed at the top right: John Doe, DOB: 10/01/1980, Gender: Male. Below this is a table of vaccination records.

Vaccine Name	Vaccine Short Description	CVX Code	Vaccine Administered Date	Age when receive the vaccine	Completion Status
COVID-19	COVID-19, mRNA, LNP-S, PF, 100 mcg/0.5 mL dose	207	12/16/2020	40y 2m	Complete
DTaP	Diphtheria, tetanus toxoids and acellular pertussis vaccine	20	12/15/2019	41y 2m	Complete

At the bottom right are 'PREVIOUS' and 'NEXT' buttons. A 'Cancel' button is located at the top right of the form.





## -- Administer Vaccine and Record Data --

1. On the Vaccination information screen that displays, select the Vaccine Name from the dropdown box. Once the Vaccine Name is selected, other maintained fields will auto-populate (Lot Number, Manufacturer, Dosage, Date of Expiry).

All of the fields on the screen are required and must be completed. Once you are done entering or selecting data for the remaining fields, click **Completed**.

The screenshot shows a form titled "Vaccination information" with a "Cancel" button at the top left. The form contains several fields: "Date of vaccination" (12/14/2020), "Vaccine Name" (Ebola vaccine 1), "Manufacturer name" (Ebola vaccine 1), "Body Location" (Left Thigh), "Completion Status" (Complete), "Notes" (empty), "Vaccinator" (Clinician User Post Fix), "Lot number" (8), "Dose Number" (2), "Date of expiry" (12/12/2020), and "Route Administration" (Intramuscular). At the bottom right, there are "PREVIOUS" and "COMPLETED" buttons.

**Note:** Patients have the option to select more than one vaccine when scheduling an appointment. To view additional vaccine groups selected by the patient, click the arrow to the right side of the vaccine group to close the open group. All the vaccine groups selected by the patient now display.

The screenshot shows a "Vaccination" screen with a "Cancel" button at the top right. Below the title, it says "Review, update, and complete the following application to complete the vaccination." On the left, there is a vertical list of steps: "Personal Informat...", "Screening questio...", "Vaccination history", and "4 Vaccination infor...". The main area shows a "Vaccination information" section with a "Cancel" button and two dropdown menus: "COVID 19" and "Flu".



To cancel administration of any vaccine, select the vaccine so that it displays in the field, click the **Cancel** button (under the screen title) and slide it to the right.

Vaccination information

☐ Cancel

COVID 19

\* Date of vaccination  
12/14/2020

\* Vaccinator  
Clinician User Post Fix

\* Vaccine Name  
Ebola vaccine 1

\* Lot number  
8

\* Manufacturer name  
Ebola vaccine 1

\* Dose Number  
2

\* Body Location  
Left Thigh

\* Date of expiry  
12/12/2020

\* Completion Status  
Complete

\* Route Administration  
Intramuscular

\* Notes  
Notes

PREVIOUS COMPLETED

2. The Dashboard will now display. Click the **Select type** dropdown box and choose **Done** to retrieve the completed patient records. Confirm the patient displays on the page.

Filter Options:

Select Event: Ebola event apache

Appointments

Select type: Done

Export Appointments

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
71	12-15-2020	09:15	jo call in	test	09-02-2020	(123) 654-7890	Call-In		<a href="#">Follow Up</a>
43	12-15-2020	09:15	Sally	Fields	01-08-1999	(123) 654-7810	Walk-In		<a href="#">Follow Up</a>

All vaccine administrations are automatically reported to ASIIS electronically.

This concludes the instructions for the Clinician to administer vaccines and maintain vaccine data.

Please contact your Site Administrator or Organization Unit (OU) Administrator if you have any questions or need assistance with this portal.